



# Job Opportunity

## State Controller's Office

**Position:** Associate Information Systems Analyst (Specialist)/Assistant  
Information Systems Analyst (one position) **Statewide**

**Location:** Division of Accounting and Reporting  
3301 C Street, Suite 500, Sacramento, CA 95816

**Issue Date:** April 28, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Sylvia Brown, 916-445-7684

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-420-1470-004  
051-420-1479-XXX

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under general direction of the Staff Information Systems Analyst (Supervisor), provides PC and LAN support and performs analysis, development, and implementation of functions in support of users of the SCO FISCAL System and related systems.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

Duties will be appropriately assigned according to the classification level hired.

- Provide desktop support including installation, maintenance, upgrades and configuration of various PC applications and hardware.
- Provide customer service and support for Local Area Network at the end-user level.
- Troubleshoot and resolve user problems.
- Train staff in use of equipment and applications.
- Perform functions to support the daily operation of the mainframe-based Fiscal System and related systems.
- Perform physical inventory of over 130 personal computers and peripherals; maintain records, produce reports and survey equipment.
- Coordinate, install, and support various forms of data sharing between the FISCAL System and statewide internal/external users including on-line system access and data integration using File Transfer Protocol standards.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Accounting and Reporting  
3301 C Street, Suite 500  
Sacramento, CA 95816

Attn: Sylvia Brown